

Clevedon Comedy Theatre Club Privacy Policy (GDPR)

Effective Date: 6 July 2026

About Us

Clevedon Comedy Theatre Club is a non-profit community theatre organisation. We are committed to protecting your personal information and respecting your privacy in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Contact

If you have any questions about this Privacy Policy or how we handle your personal information, please contact:

Club Secretary Email: secretary@clevedoncomedytheatreclub.co.uk

What Information We Collect

We may collect the following personal information:

- Name
- Email address
- Telephone number
- Emergency contact details

We do not normally collect postal addresses, payment information or membership records.

Why We Collect Your Information

We use your information to:

- Organise rehearsals, performances and productions.
- Communicate important information about shows and rehearsals.
- Create production-specific WhatsApp groups for cast members (and parents or guardians where appropriate).
- Contact emergency contacts if required during club activities.
- Send newsletters and information about future productions and opportunities to take part.

Mailing List

When you finish participating in a production, we may keep your email address so we can let you know about future shows and opportunities to get involved.

Our mailing list is managed through Mailchimp, and every email includes a simple option to unsubscribe at any time. If you unsubscribe, you will no longer receive these communications.

How We Store Your Information

Your personal information is stored securely using Microsoft SharePoint.

Access is limited to:

- Committee members
- Production Directors (where appropriate)
- The Treasurer (where necessary)

Only those who need access to carry out club activities are able to view your information.

Sharing Your Information

We do not sell or share your personal information with third parties.

We will only disclose information where required by law or where it is necessary to protect the safety of our members.

Children and Young People

We welcome members under the age of 18.

Where personal information relates to a child, we work with parents or guardians where appropriate and take extra care to protect children's privacy.

Parents or guardians may contact us at any time to request access to, correction of, or deletion of their child's personal information where applicable.

Photography

We may use an official club photographer during rehearsals, performances and other club events.

Photographs may be used for purposes including:

- Printed show programmes

- Club website
- Social media
- Promotional material
- Press releases

We will only use photographs where appropriate consent has been obtained. For members under 18, consent will be obtained from a parent or legal guardian before photographs are used in publicity or promotional materials.

Anyone who wishes to withdraw consent for the future use of their photographs should contact the Club Secretary. We will respect such requests wherever reasonably possible, although we may not be able to remove photographs that have already been printed or published.

How Long We Keep Information

We keep personal information while you are actively involved with the club.

If you leave the club, we will remove your contact information from our active records unless:

- you have chosen to remain on our mailing list to hear about future productions; or
- we are required by law to keep certain information.

Your Rights

Under UK GDPR, you have the right to:

- Request access to your personal information.
- Ask us to correct inaccurate information.
- Ask us to delete your personal information where appropriate.
- Withdraw your consent where processing is based on consent.
- Object to certain uses of your information.

To exercise any of these rights, please contact the Club Secretary using the email address above.

Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available from Clevedon Comedy Theatre Club.

Version Control

Version	Review Date	Notes	Reviewed By
1.0	14.07.2026	Document creation (written by George Selman)	Cavan Fletcher